

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND  
POSITION DESCRIPTION**

POSITION TITLE: RECEPTIONIST/SECRETARY

POSITION LOCATION: ASDB

POSITION REPORTS TO: Administrative Secretary III

POSITION SUPERVISES: None

**MINIMUM QUALIFICATIONS:**

High School graduate or GED equivalent and two years of secretarial or clerical experience; good typing skills and/or word processing skills; knowledge of secretarial/receptionist duties and routine office procedures; proper English usage; ASL skills or willingness to learn.

**PREFERRED QUALIFICATIONS:**

Intermediate American Sign Language; proficient in written English; the ability to read, write, and speak Spanish; IBM word processing.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Timely and efficient completion of various clerical duties; answer and direct telephone calls; maintain telephone lists, labels, addresses, and calendars; make travel arrangements; process incoming and outgoing mail; record and file keeping; order administrative office supplies; preparation of materials for educational reports, records and conferences; typing/word processing; operation of TDD, calculator, copier, fax and postage machine; performs other related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of routine clerical functions to include secretary/receptionist duties, record keeping and mail distribution; knowledge of a variety of office machines and equipment; and the ability to prepare and type complex reports; knowledge of basic accounting procedures and arithmetic skills; accurate typing skills; ability to respond to requests for information; maintain courteous public contact with the community; skill in independent judgment; skill in prioritizing daily workload and in following written and verbal instructions; skill in maintaining confidentiality with regard to information of an administrative, academic or technical nature; ability to keep supervisor informed of all pertinent matters.